



10th Security Forces Squadron

Electronic Personnel Security Questionnaire (EPSQ)

Customer Manual For Military Training Leaders

United States Air Force Academy

INTRODUCTION

Developed by the Defense Security Service (DSS), the Electronic Personnel Security Questionnaire (EPSQ) is a personal computer (PC) system that simplifies the process of reporting information required to conduct background investigations of incumbents or applicants for national security, non-sensitive, or public trust positions. The function of EPSQ is to streamline the data-gathering process so that complete and accurate information is collected and rapidly validated. This is a condensed version of the EPSQ 2.0 Customer Manual prepared by DSS. It has been modified specifically for Military Training Leaders to assist cadets with their EPSQ.

CUSTOMER SERVICE¾ WHERE TO GET HELP

If you need help with any aspect of EPSQ, please follow these steps:

1. This manual, EPSQ's on-line help system and our List of Frequently Asked Questions, located at our EPSQ home page, i.e., <http://www.usafa.af.mil/sf/sfai.htm> are your first sources of assistance when using EPSQ. These sources should answer the vast majority of your questions and provide solutions to most of the problems you encounter.
2. If you still cannot find an answer, then contact 10 SFS/SFAP at ext. 2405/4087. Make sure you provide a complete description of the problem, including a list of the actions you took prior to the occurrence of the problem and the exact wording of any error messages you received.

SPECIAL INSTRUCTIONS

The easiest way to work with the security forms for fourth class cadets, is to download the EPSQ Security Officer (SO) Edition, from our homepage. After you download and install the SO version of EPSQ, you will need to go to "COMMUNICATIONS" and enter "USER SITE INFORMATION". This is only to make the program function properly and you should **NOT** attempt to electronically forward the EPSQ to the Defense Security Service. You can enter yourself as the primary point of contact. After you initially enter a User ID and Password, go to "UTILITIES" and under System Administration, click on "Security Officer User" and then add another User ID with another password and mark your entry as a system administrator. This is a failsafe procedure. Sometimes EPSQ will quit recognizing your User ID and/or password. You can enter as many User IDs as you want.

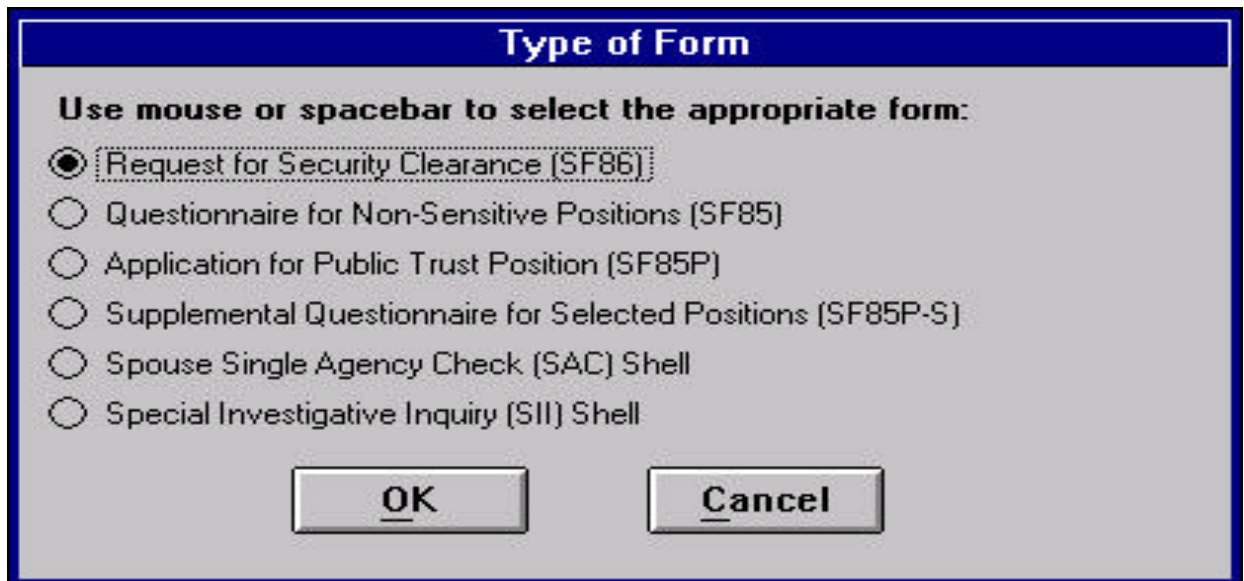
Following are excerpts from the Fourth Class Cadets, Customer Manual. These are what the actual entries should look like. In blue, are entry changes for C2Cs and C3Cs going on summer research and requiring a Top Secret clearance.

CREATING AND MODIFYING A FORM

Creating a Form

When you select **C**reate from the main menu bar, the pull-down menu lists three options in the Security Officer edition. We are only concerned with the one listed below

- **User Form**—This option allows an individual to begin entering information as the subject of a background investigation. For the type of form, the first entry is always indicated, i.e., "Request for Security Clearance (SF86)".



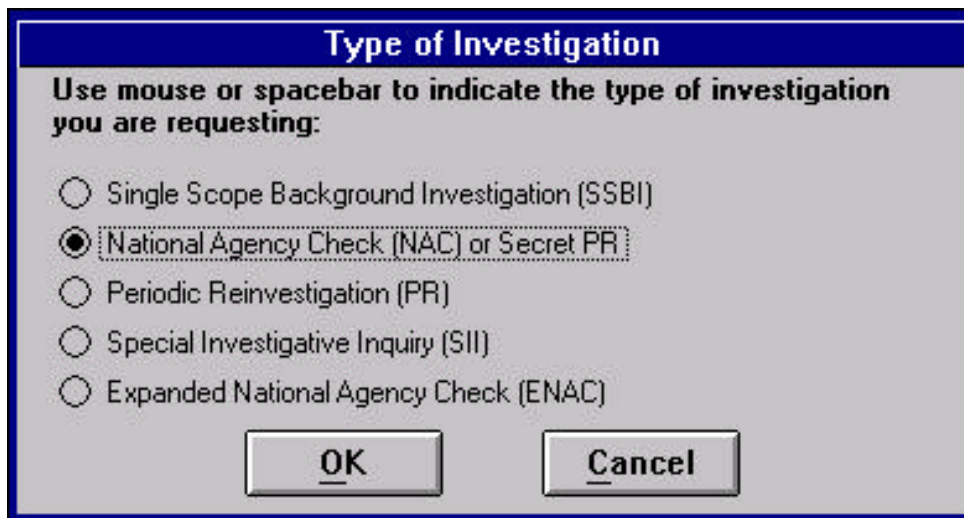
Type of Form

Use mouse or spacebar to select the appropriate form:

- ☒ Request for Security Clearance (SF86)
- ☐ Questionnaire for Non-Sensitive Positions (SF85)
- ☐ Application for Public Trust Position (SF85P)
- ☐ Supplemental Questionnaire for Selected Positions (SF85P-S)
- ☐ Spouse Single Agency Check (SAC) Shell
- ☐ Special Investigative Inquiry (SII) Shell

OK **Cancel**

The next screen is the type of investigation. Fourth class cadets should enter "National Agency Check (NAC) or Secret PR"



Type of Investigation

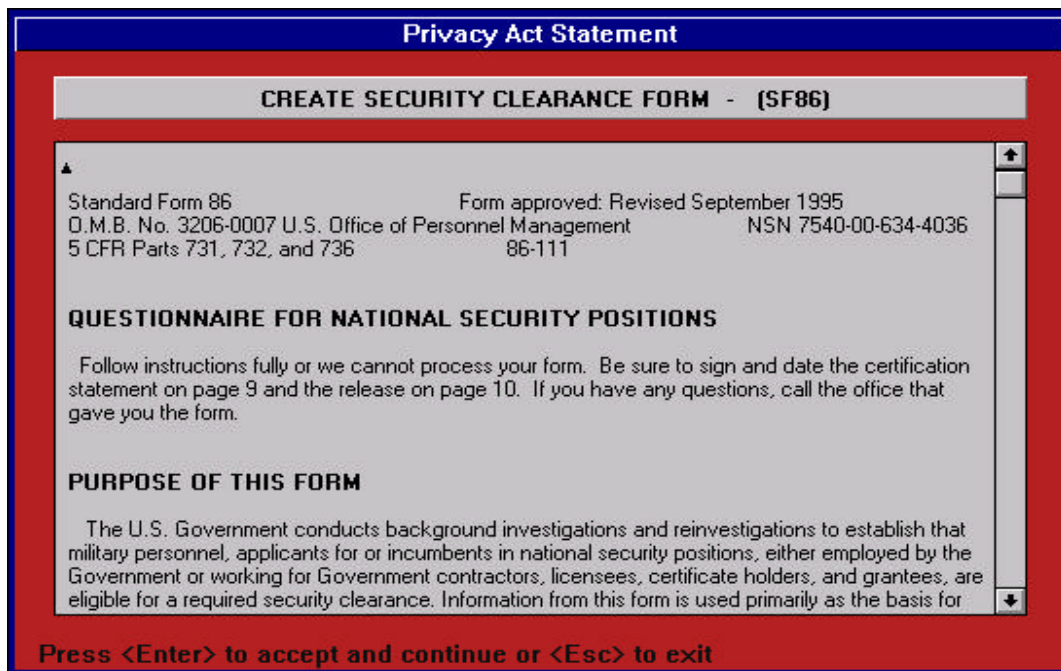
Use mouse or spacebar to indicate the type of investigation you are requesting:

- ☐ Single Scope Background Investigation (SSBI)
- ☒ National Agency Check (NAC) or Secret PR
- ☐ Periodic Reinvestigation (PR)
- ☐ Special Investigative Inquiry (SII)
- ☐ Expanded National Agency Check (ENAC)

OK **Cancel**

Summer research cadets going for Top Secret or higher, will mark the first entry (Single Scope Background Investigation (SSBI))

The next few screens contain your rights under the Privacy Act (PA).



Privacy Act Statement

CREATE SECURITY CLEARANCE FORM - (SF86)

Standard Form 86 Form approved: Revised September 1995
 O.M.B. No. 3206-0007 U.S. Office of Personnel Management NSN 7540-00-634-4036
 5 CFR Parts 731, 732, and 736 86-111

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on page 9 and the release on page 10. If you have any questions, call the office that gave you the form.

PURPOSE OF THIS FORM

The U.S. Government conducts background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors, licensees, certificate holders, and grantees, are eligible for a required security clearance. Information from this form is used primarily as the basis for

Press <Enter> to accept and continue or <Esc> to exit

After entering through the various PA screens, the cadets will come to a User login screen like below. They should have entered their social security number and for a password, their **LAST NAME**.

A dialog box titled "User Login" with a blue header bar. It contains three input fields: "SSN" with a light blue background and a vertical cursor, "Password" with a light blue background, and "Verify Password" with a light blue background. At the bottom, there are two buttons: "OK" and "Cancel".

User Login

SSN | - -

Password

Verify Password

OK Cancel

Modify a Form

When you select **Modify** from the main menu bar, the pull-down menu lists three options in the Security Officer edition. We are only concerned with the one listed below.

- **User Form**—This option allows you to update or add to information associated with a User Form already in the system. After selecting this option, you are prompted for the SSN of the subject. The data associated with it is automatically displayed for you to modify.

A dialog box titled "Modify User Information" with a blue header bar. It contains a text prompt "Please enter your subject's SSN" and a single input field labeled "Subject's SSN" with a light blue background and a vertical cursor. At the bottom, there are three buttons: "OK", "List of User Forms", and "Cancel".

Modify User Information

Please enter your subject's SSN

Subject's SSN | - -

OK List of User Forms Cancel

You can click on 'List of User Forms' to see a list of all subject forms you have in the program.

USER FORM

Standard Form 86¾ Request for Security Clearance (SF86)

This form has 43 modules. A brief description of the kind of information requested in each module is presented below.

1. Personal Information—Requests name, date and place of birth, and physical description. **(PLACE OF BIRTH MUST MATCH THE CADET'S BIRTH CERTIFICATE, STATEMENT OF CITIZENSHIP, OR ANY OTHER OFFICIAL DOCUMENT.)**

2. Other Names Used—Requests any other names they have used during their life. Female cadets do not enter their maiden name here—it is requested in the Personal Information module. **(They are not to list name derivatives such as “Mike” for Michael or “Sue” for Susan, etc.)**

3. Citizenship—Requests information about their current citizenship status. For example, were they born in the U.S., born abroad of U.S. parents, or naturalized.

4. Where You Have Lived—Requests a complete and continuous record of where the subject has lived, starting with their current residence (*NOTE: Cadets start with the academy and work back until their 16th birthday*). The first entry **MUST** look like this:

Navigation

4. Where You Have Lived (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 2000/06/?? | PRES / /

Address Line 1 CADET WING

Address Line 2

City USAF ACADEMY

State CO Colorado

Country UNITED STATES

Zip or FPC 8084

Next

Previous

Delete

Remarks

Help

Exit

Enter the zip code or foreign postal code of this residence

Summer research cadets would change the From/To Dates.

After hitting "NEXT", they must enter that the residence is NOT hard to find.

For each residence occupied, a reference must be provided. For the Academy entry, the cadet may enter the Air Officer Commanding or yourself.

Navigation

4. Where You Have Lived (SF86)
 Person Who Knew You
 000-00-0001 M, M M Entry 1 of 1

From Date/To Date 2000/06/?? PRES / /

Address Line 1 CADET WING

City/State USAF ACADEMY CO

First Name Middle Last Suffix
 AIR OFFICER COMMANDING

Address Line 1 CADET WING

Address Line 2

City USAF ACADEMY

State CO Colorado

Country UNITED STATES ZIP/FPC 80840

Telephone Number

Next
 Previous
 Delete
 Remarks
 Help
 Exit

Enter the telephone number of a person who knew you at this address

THE PHONE NUMBER CAN BE LEFT BLANK.

If they went to the USAF Preparatory School, their entry should look like this:

1999/07/?? To 2000/05/?? (This is the From/To dates entry.)

PLT- A, B or C (Put whichever is applicable, for Address Line 1. Leave Address Line 2 blank)

USAF Academy CO Colorado 80840 (This is the City, State and Zip Code entry.)

For ‘PERSON WHO KNOWS YOU’, enter:

Tommy NMN Dillard (This is the first, middle and last name entry.)

PLT (This is Address Line 1 entry. Leave Address Line 2 blank.)

USAF Academy CO Colorado 80840 (This is the City State and Zip Code entry.)

Summer research cadets would make minor changes.

5. Where You Went to School—Requests details on formal education the cadets have received. Their first entry will be just like below, listing the USAF Academy first, and using the Air Officer Commanding, or yourself as a reference. They must list any Prep Schools, other colleges and high schools they have attended since their 16th birthday. **The first entry should look like exactly like this:**

Navigation

5. Where You Went To School [SF86]

000-00-0001 M, MM Entry 1 of 1

From/To Dates	2000/06/??	PRES /	Next Previous Delete Remarks Help Exit
Type of Education	2 College/University/Military College		
School Name	USAF ACADEMY		
Degree/Diploma/Other			
Award Date	/ /		
Address Line 1	CADET WING		
Address Line 2			
City	USAF ACADEMY		
State	CO Colorado		
Country/Zip or FPC	UNITED STATES	80840	

Enter the zip code or foreign postal code of the educational institution

Summer research cadets would make minor changes to both the Academy and Prep School entries.

IF THEY ATTENDED THE USAF ACADEMY PREP SCHOOL, THEIR INPUT SHOULD CONTAIN THESE ENTRIES:

1999/07?? To 2000/05/?? (This is the From /To Dates entry(These may vary))

2 College/University/Military College (This is the Type of Education entry)

USAF Academy Preparatory School (This is the School Name entry)

Certificate (This is the Degree/Diploma/Other entry)

May 00 (This is the Award Date entry)

PLT A, B or C (Put whichever is applicable, for Address Line 1. Leave Address Line 2 Blank)

USAF Academy, CO Colorado, United States, 80840 (This is City, State, Country/Zip Or FPC entry)

6. **Your Employment Activities**—Requests a complete and continuous record of employment, unemployment, and self-employment, starting with the USAF Academy. Cadets need not include employment prior to their 16th birthday. If they were unemployed or were self-employed, they must provide a reference (they can list a parent) who can verify these periods. In addition, they must provide information on ANY federal civil service employment back until their 16th birthday. **THE FIRST ENTRY SHOULD LOOK LIKE THIS:**

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M New Entry of 1

From/To Dates 2000/06/?? |PRES/ /

Type of Employment
1 Active Military Duty Station

Next
Previous
Delete
Remarks
Help
Exit

To advance to the next screen, press [Enter]

THE NEXT SCREEN WILL LOOK LIKE THIS:

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 2000/06/?? PRES/ /

Type of Employment 1 Active Military Duty Station

Branch Air Force

Employer Name USAF ACADEMY

Employer Phone

Your Position/Title CADET

Job Address Line 1 CADET WING

Job Address Line 2

City USAF ACADEMY

State CO Colorado

Country/Zip or FPC UNITED STATES 80840

Next
Previous
Delete
Remarks
Help
Exit

Enter zip code or foreign postal code of the actual job location

CADETS MUST GO BACK TO THEIR 16TH BIRTHDAY. INCLUDE THE PREP SCHOOL IF APPLICABLE GOING FROM 1999/07/?? TO 2000/06/??. IF THEY WERE UNEMPLOYED, IT IS #7 IN THE POP UP BOX. Summer Research cadets will differ slightly.

7. People Who Know You Well—Requests the names, addresses, and telephone numbers of three references who know the cadet well and who **live in the United States**. They cannot use their relatives, and must not use anyone they have used elsewhere in the form. The combined time these references have known them should span until their 16th birthday.

8. Your Spouse—Self-Explanatory.

9. Your Relatives and Associates—Requests personal information about close family members. In addition, the cadet must provide personal information about other family members and associates who are foreign born and with whom they are bound by affection, obligation, or close and continuing contact. (Note: There are 19 types of relatives and associates that can be listed. The cadets MUST list any and all that apply to them.)

10. Self-explanatory.

11. Your Military History—Cadet must make an entry here also (2 entries if they attended the Prep School). **THEY MARK YES, AND THEIR FIRST ENTRY WILL LOOK LIKE THIS:**

Navigation

11. Your Military History (SF86)

000-00-0001 M, M M New Entry of 1

From/To Dates	2000/06/??	PRES /
Branch of Service	Air Force	
Country	UNITED STATES	
Service Number	000-00-0001	
Grade	C4C Cadet Fourth Class (C4C)	
Status	1 Active	
State		

[Next](#)

[Previous](#)

[Delete](#)

[Remarks](#)

[Help](#)

[Exit](#)

Enter the status of this military service

IF THEY WENT TO THE USAF ACADEMY PREPRATORY SCHOOL, THE ONLY CHANGES WILL BE:

From/To Dates will be: 1999/07/?? TO 2000/06/??

Grade will probably be E1 Airman Basic (E1); or E2 Airman (E2) etc.

Status will be Active Reserve.

12-17 These are self -explanatory type questions.

18. Your Selective Service Record^{3/4} Requests information about Selective Service System registration if the cadet is a male born after 31December, 1959. If they do not know their number, they can enter all zeros, their social security number, or call (847) 688-6888.

19-42 These are self- explanatory type questions.

43. General Remarks—Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen.



VALIDATING, PRINTING A REPORT AND SAVING TO DISK

Validating, Viewing, and Printing a Validation Report

To validate a User Form, select **User Form** from the **Validation pull-down menu**. Enter the SSN or click on "List Users". EPSQ validates the entries for the form selected and reports the number of errors. **NOTE: Validation will not detect errors for missing information required by 10 SFS/SFAI. This includes Academy entries for employment, residence, school and military history. If there is even one error, the EPSQ cannot be forwarded to the Defense Security Service. THE EPSQ MUST BE ERROR FREE.**

Validate User Form

Please enter your subject's SSN

Subject's SSN | ---

OK List Users Cancel

PRINTING A REPORT

To print the appropriate form, select **User Form** from the **Reports pull-down menu**. Enter the SSN or click on "List Users". You can print a user report to either a printer or to the screen. The printed, signed version submitted must be **identical** to the electronic version.

User Report

Please enter your subject's SSN

Subject's SSN | ---

OK List Users Cancel

NOTE: There must be three (3) signature pages printed out. The first one is a (user certification) after module 43; the second one is a (release authority); and, the final one is a (medical release). The

medical release is the only one that will not be signed and dated during your interview. If you do not get all three signature pages, see the list of Frequently Asked Questions on our EPSQ home page.

If you select **Screen**, the form is generated and displayed on your PC screen. After viewing the form on the screen, you can, prior to exiting, print the form without saving, save the results to a text file, or exit without saving.

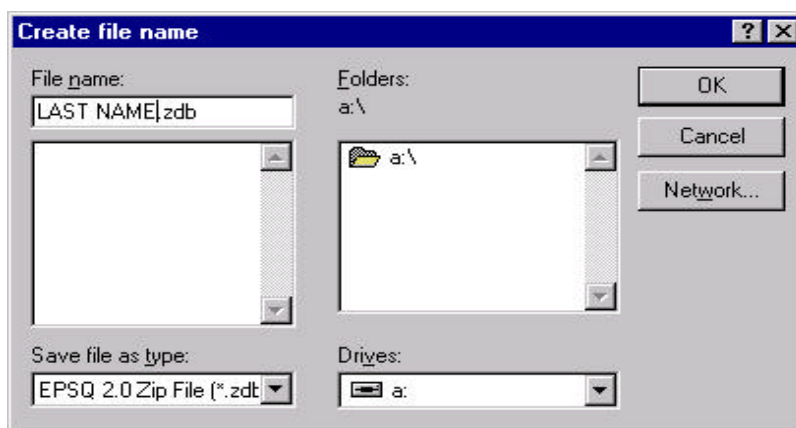
SAVING TO DISK

After validating their data, cadets need to transfer the data to the security officer from the **Communications pull-down menu**. EPSQ provides different options, although we are only concerned with the one listed below:

- **Diskette Method**^{3/4} All personnel use this method to turn in or send to the 10 SFS/SFAI security officer a diskette containing the file (**ie., LASTNAME.zdb**) associated with their EPSQ form.

To give your EPSQ data to 10 SFS/SFAI on diskette, perform the following steps :

1. Format and label a 3-1/2 inch high density diskette.
2. Select **Transmit User Form to Subject/Security Officer** from the **Communications pull-down menu**.
3. Select the letter of the drive that contains the diskette thats formatted.
4. Select a file name you wish to call the prepared file (*ie.*, **LASTNAME.zdb**) and press [OK].



5. You are informed of the name and location of the file you prepared. Cadets will give the diskette (with their password written in pencil on the diskette label) to 10 SFS/SFAP, when they come in for their appointment. Because the information entered into the EPSQ system is still resident on your computer and is governed by the Privacy Act, you should take steps to protect this information.